

Pi Lambda Phi Directors & Coordinator Roles and Responsibilities

Education & Development Committee

- **Education & Development Committee Director**

(Smaller chapters may not have a Committee Director – in this case the VP of Education & Development would absorb the following responsibilities.)

1. The Education & Development Committee Director shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
2. The Education & Development Committee Director shall directly oversee the Education and Development Committee and meet weekly with its Coordinators for follow up and setting the direction to aid the mission and goals of the chapter.
3. The Education & Development Committee Director shall submit a weekly report to the Vice President of Education & Development containing his and all coordinator reports from the committee.
4. The Education & Development Committee Director shall provide updates related to his committee during chapter meetings and the progress made by the coordinators within his committee.
5. The Education & Development Committee Director shall provide assistance and mentorship to all coordinators within his committee.
6. The Education & Development Committee Director shall provide follow-up and accountability to all coordinators within his committee.

- **Academics Coordinator**

1. Submits a weekly report to the Vice President of Education & Development (Archon)/Director of the Education & Development Committee.
2. Attends regularly scheduled Education & Development Committee meetings.
3. Establish mentorship pairings between brothers on academic probation and brothers who are high academic achievers.
4. Meet (bi) weekly with each academic mentor to discuss progress and/or challenges being faced by the brother on academic probation.
5. Collect academic reports from institution each semester/quarter, to ensure Brothers are meeting chapter and university academic requirements.
6. Create and execute an academic incentive program.

- **Elimination of Prejudice (EOP) Coordinator**
 1. Submits a weekly report to the Vice President of Education & Development (Archon)/Director of the Education & Development Committee.
 2. Attends regularly scheduled Education & Development Committee meetings.
 3. Set chapter EOP fundraising goals, in collaboration with the Vice President of Education and Development, for each semester and the entire year.
 4. Organize and execute an educational or fundraising event on in support of the Elimination of Prejudice Foundation each semester.
 5. Execute the Elimination of Prejudice Video Contest Launch Management Plan.
 6. Conduct monthly chapter discussions on current events related to prejudice and discrimination.
 7. Be the liaison between the chapter and the IHQ Staff member who runs the Elimination of Prejudice Program.

- **Ritualist**
 1. Submits a weekly report to the Vice President of Education & Development (Archon)/Director of the Education & Development Committee.
 2. Attends regularly scheduled Education & Development Committee meetings.
 3. Ensure all ritual supplies are properly maintained, neatly organized and in stock.
 4. Reserve locations for all rituals (Pinning, Big Brother & Initiation).
 5. Lead a pre-ritual run-through, to ensure everyone is prepared to perform their role.
 6. Ensure a post ritual breakdown is conducted to ensure those who go through the ritual experience understand the meaning and purpose behind the ceremony.
 7. Has completed a ritual breakdown with IHQ or through the PLPU course on our initiation ritual.

- **Well Developed Man Coordinator**
 1. Submits a weekly report to the Vice President of Education & Development (Archon)/Director of the Education & Development Committee.
 2. Attends regularly scheduled Education & Development Committee meetings.
 3. Keep accurate records of progress made within the Well-Developed Man Program by each Brother.
 4. Introduce the Well-Developed Man Program to all New Members and encourage all Brothers to participate.
 5. Be aware of different opportunities offered through the chapter and the university to achieve requirements of the program.
 6. Assist all Brothers in completing paper work and achieving their goals within the program.
 7. Plan monthly Brotherhood Education Programs/Speakers.

Programming and Risk Management Committee

- **Programming and Risk Management Committee Director**

(Smaller chapters may not have a Committee Director – in this case the VP of Programming and Risk Management would absorb the following responsibilities.)

1. The Programming and Risk Management Committee Director shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
 2. The Programming and Risk Management Committee Director shall directly oversee the Programming and Risk Management Committee and meet weekly with its Coordinators for follow up and setting the direction to aid the mission and goals of the chapter.
 3. The Programming and Risk Management Committee Director shall submit a weekly report to the Vice President of Education & Development containing his and all coordinator reports from the committee.
 4. The Programming and Risk Management Committee Director shall provide updates during chapter meetings related to his committee and the progress made by the coordinators within his committee.
 5. The Programming and Risk Management Committee Director shall assistance and mentorship to all coordinators within his committee.
 6. The Programming and Risk Management Committee Director shall provide follow-up and accountability to all coordinators within his committee.
- **Community Service Coordinator**
 1. Submits a weekly report to the Vice President of Risk Management & Programming (Marshal)/Director of the Programming and Risk Management Committee.
 2. Attends regularly scheduled Programming and Risk Management Committee meetings.
 3. Plan a minimum of three chapter wide community service events each semester.
 4. Be a liaison between the chapter and the University's Department of Community Service.
 5. Inform the Brothers of service opportunities with enough time for them to sign up and participate.
 6. Collect and document the number of community service hours completed by each Brother every semester. Maintain this information for awards purposes and ensure each Brother is meeting the chapter minimum expectation.

- **Brotherhood Events Coordinator**

1. Submits a weekly report to the Vice President of Risk Management & Programming (Marshal)/Director of the Programming and Risk Management Committee.
2. Attends regularly scheduled Programming and Risk Management Committee meetings.
3. Coordinate a minimum of three larger scale Brotherhood Events each semester, these can include (white-water rafting, camping, date night, paintball, etc.)
4. Coordinate bi-weekly small scale Brotherhood Events throughout the semester, these can include (Brotherhood Dinners, Movie Nights, Video Game Tournaments, etc.)
5. Organize and coordinate the chapter Brotherhood Week, this is the week leading up to initiation and should include fun events that build bonds between New Members and Active Brothers.
6. Works with the Vice President of Risk Management & Programming to ensure no FIPG violations occur at the Brotherhood Events.

- **Athletics/Intramurals Coordinator**

1. Submits a weekly report to the Vice President of Risk Management & Programming (Marshal)/Director of the Programming and Risk Management Committee.
2. Attends regularly scheduled Programming and Risk Management Committee meetings.
3. Organize and register all chapter Intramural teams.
4. Appoint captains for all chapter Intramural teams.
5. Purchase (with chapter funds) and maintain all chapter athletic related assets.
6. Work with Intramural team captains to schedule team workouts and practices.
7. Inform Brothers of Intramural opportunities throughout the year.
8. Be the liaison between the chapter and the department of Intramurals/Athletics.

- **Greek Relations Coordinator**

1. Submits a weekly report to the Vice President of Risk Management & Programming (Marshal)/Director of the Risk Management Programming Committee.
2. Attends regularly scheduled Programming and Risk Management Committee meetings.
3. Sends special recognition to sororities on campus on holiday's and special events. (This may include each sororities founders' day, Valentine's Day, Finals Week, etc.)
4. Inform chapter of upcoming Greek events hosted by other organizations and councils.

- **Social Events Coordinator**

1. Submits a weekly report to the Vice President of Risk Management & Programming (Marshal)/Director of the Programming and Risk Management Committee.
2. Attends regularly scheduled Programming and Risk Management Committee meetings.
3. Coordinate with sororities, fraternities and other organizations on campus to plan socials/mixers/exchanges.
4. Coordinate the Chapter's Formal.

5. Works with the VP of Risk Management & Programming to ensure no FIPG violations occur at the Social Events.

Recruitment Committee

- **Recruitment Committee Director**

(Smaller chapters may not have a Committee Director – in this case the VP of Recruitment would absorb the following responsibilities.)

1. The Recruitment Committee Director shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
 2. The Recruitment Committee Director shall directly oversee the Recruitment Committee and meet weekly with its Coordinators for follow up and setting the direction to aid the mission and goals of the chapter.
 3. The Recruitment Committee Director shall submit a weekly report to the Vice President of Education & Development containing his and all coordinator reports from the committee.
 4. The Recruitment Committee Director shall provide updates during chapter meetings related to his committee and the progress made by the coordinators within his committee.
 5. The Recruitment Committee Director shall provide assistance and mentorship to all coordinators within his committee.
 6. The Recruitment Committee Director shall provide follow-up and accountability to all coordinators within his committee.
- **Names List Coordinator**
 1. Submits a weekly report to the Vice President of Recruitment (Prolocutor)/Director of the Recruitment Committee.
 2. Attends regularly scheduled Recruitment Committee meetings.
 3. Ensures the chapter's names list is maintained and updated by brothers in a correct and timely manner. (ideally, multiple times a week)
 4. Reviews the names list weekly at chapter meetings.
 5. Assigns men on the names list to brothers to sponsor.
 6. Goes over those men on the names list currently being sponsored and review progress.
 - **Small Events Coordinator**
 1. Submits a weekly report to the Vice President of Recruitment (Prolocutor)/ Director of the Recruitment Committee.
 2. Attends regularly scheduled Recruitment Committee meetings.
 3. Plans a weekly re-occurring Recruitment Event for brothers and potential new members.
 4. Plans at least one Open Brotherhood Event each week that changes each week.

5. Ensures attendance is inconspicuously taken at Open Brotherhood Events so information can be added to the Names List.
 6. Ensures Brothers are inviting PNMs to the events that he plans.
 - NOTE: the Small Events Coordinator is not required to be at every event he plans.
- **Recruitment Week Events Coordinator**
 1. Submits a weekly report to the Vice President of Recruitment (Prolocutor)/Director of the Recruitment Committee.
 2. Attends regularly scheduled Recruitment Committee meetings.
 3. Oversees the planning of the Rush Week Events.
 4. Oversees the advertising chapter's Rush Week Events.
 5. Ensures Brothers are inviting the PNMs they are sponsoring to Rush Events.
 6. Works with the Vice President of Risk Management & Programming to ensure no FIPG violations occur at the Rush Events.
 - **Six Cylinder Coordinator**
 1. Submits a weekly report to the Vice President of Recruitment (Prolocutor)/Director of the Recruitment Committee.
 2. Attends regularly scheduled Recruitment Committee meetings.
 3. Organizes a weekly chapter 6 cylinder event to create ways for new PNMs to be added to the names list each week.
 4. Encourages brothers to incorporate various 6 cylinder events into their daily routines.
 5. Ensures all names gathered through the 6 Cylinder Events are sent to the Names List Coordinator so the Names List can be updated.

Finance Committee

- **Finance Committee Director**

(Smaller chapters may not have a Committee Director – in this case the VP of Finance would absorb the following responsibilities.)

1. The Finance Committee Director shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
 2. The Finance Committee Director shall directly oversee the Finance Committee and meet weekly with its Coordinators for follow up and setting the direction to aid the mission and goals of the chapter.
 3. The Finance Committee Director shall submit a weekly report to the Vice President of Education & Development containing his and all coordinator reports from the committee.
 4. The Finance Committee Director shall provide updates during chapter meetings related to his committee and the progress made by the coordinators within his committee.
 5. The Finance Committee Director shall provide assistance and mentorship to all coordinators within his committee.
 6. The Finance Committee Director shall provide follow-up and accountability to all coordinators within his committee.
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- **Operational Fundraising Coordinator**
 1. Submits a weekly report to the Vice President of Finance (KOE)/Director of the Finance Committee.
 2. Attends regular scheduled Finance Committee meetings.
 3. Organizes a minimum of two fundraising opportunities a semester for Brothers to either lower personal dues or increase chapter funds.
 4. Works alongside the Alumni Relations Coordinator to maximize opportunities to raise donations from alumni.

 - **Philanthropic Fundraising Coordinator**
 1. Submits a weekly report to the Vice President of Finance (KOE)/Director of the Finance Committee.
 2. Attends regular scheduled Finance Committee meetings.
 3. Collaborates with EOP Coordinator for all EOP fundraising events
 4. Oversee all other philanthropic fundraising events (i.e. Relay For Life, THON, March of Dimes, etc.)

5. Oversees the Chapter's involvement and support of Philanthropy Events hosted by other Fraternities and Sororities on campus.

- **Collections Coordinator**

1. Submits a weekly report to the Vice President of Finance (KOE)/Director of the Finance Committee.
2. Attends regular scheduled Finance Committee meetings.
3. Works with the Vice President of Finance and individual Brothers to create payment plans and follows up with those Brothers to ensure payment dates are met.
4. Works with all Brothers to ensure dues are paid on-time and proper documentation (receipts) of the financial transition.

Communications Committee

- **Communications Committee Director**

(Smaller chapters may not have a Committee Director – in this case the VP of Communications would absorb the following responsibilities.)

1. The Communications Committee Director shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
 2. The Communications Committee Director shall directly oversee the Communications Committee and meet weekly with its Coordinators for follow up and setting the direction to aid the mission and goals of the chapter.
 3. The Communications Committee Director shall submit a weekly report to the Vice President of Education & Development containing his and all coordinator reports from the committee.
 4. The Communications Committee Director shall provide updates during chapter meetings related to his committee and the progress made by the coordinators within his committee.
 5. The Communications Committee Director shall provide assistance and mentorship to all coordinators within his committee.
 6. The Communications Committee Director shall provide follow-up and accountability to all coordinators within his committee.
- **Alumni Relations Coordinator**
 1. Submits a weekly report to the Vice President of Communications (Scribe)/Director of the Communications Committee.
 2. Attends regular scheduled Communications Committee meetings.
 3. Coordinates a minimum of two annual alumni events, in addition to Founders' Day. These could include (Golf Outings, Flag Football, Dinners, Cookouts, College Football Games, Tailgates, etc.)
 - Collaboration with alumni is highly encouraged to maximize attendance and alumni satisfaction
 4. Coordinates the chapters' annual Founders' Day Celebration.
 5. Maintains an updated database of all alumni brothers.
 6. Completes and distributes a chapter News Letter a minimum of once each semester.
 - **Public Relations Coordinator**
 1. Submits a weekly report to the Vice President of Communications (Scribe)/Director of the Communications Committee.
 2. Attends regular scheduled Communications Committee meetings.

3. Works with the various coordinators to create fliers and other publicity for chapter events. These events may include Philanthropy Events, EOP Events, Recruitment Events, etc.
 4. Submits press releases to campus and local newspapers to inform the campus and local community of positive chapter achievements.
- **Social Media/Website Coordinator**
 1. Submits a weekly report to the Vice President of Communications (Scribe)/Director of the Communications Committee.
 2. Attends regular scheduled Communications Committee meetings.
 3. Regularly updates and posts on the chapter Facebook and Twitter Pages. These updates/posts may include announcements of chapter achievements, pictures of newly pinned new members, information for upcoming chapter events, articles about things related to Pi Lambda Phi values; leadership, equality, scholarship, etc.)
 4. Maintains the chapter website and ensures it is up-to-date.
 5. Post at least one new article to the chapter website every month.
 - **Historian**
 1. Submits a weekly report to the Vice President of Communications (Scribe)/Director of the Communications Committee.
 2. Attends regular scheduled Communications Committee meetings.
 3. Maintain an accurate fraternity family genealogy tree.
 4. Collect a biography from all Brothers and New Members each semester. (Biography should include; picture, full name, hometown, major, why he chose to join Pi Lambda Phi, future goals and aspirations.
 5. Ensure pictures are being taken at fraternity functions to preserve chapter history.
 6. At the conclusion of each major event (philanthropy, recruitment, social, alumni relations, etc.) conduct a write-up after consulting the brothers who planned and participated in the event to discern what things went well and what should be improved next time. Put this information into a written narrative that can be passed down.